



SOLICITATION CAMPAIGN NOTICE

**Mississippi Secretary of State's Office
P O Box 136, Jackson MS 39205-0136
(601) 359-1633**

INSTRUCTIONS

- Prior to the commencement of each solicitation campaign, the professional fund-raiser shall file this notice with the Secretary of State's Office
- Attach a copy of the contract between professional fund-raiser and charitable organization. **Section 79-11-515 of the Mississippi Charitable Solicitations Act sets out the requirements for contracts entered into between a professional fund-raiser and charitable organization.**
- Attach copies of all booklets, brochures, bulletins, circulars, scripts, documents, letters, pamphlets, including any articles evidencing a writing which will be used in the solicitation campaign. **Section 79-11-523 of the Mississippi Charitable Solicitations Act sets out the disclosure requirements of the Professional Fund-raiser when conducting a solicitation campaign. Disclosure is required in all oral and written solicitations.**
- No later than 90 days after the completion of the solicitation campaign and/or on the anniversary date of the commencement of a solicitation campaign lasting more than one (1) year, a Summary of Financial Activities must be filed.

Any changes in this information must be filed within seven (7) days.

ADDITIONAL REQUIREMENTS

During each solicitation campaign and for not less than three years after its completion, the professional fund-raiser shall maintain the following records that shall be made available to the Secretary of State or the Attorney General upon request:

- (1) A record of each contribution that at any time is in the custody of the professional fund-raiser, including the name and address of each contributor and the date and amount of the contribution; and*
- (2) The location of each bank or financial institution in which the professional fund-raiser has deposited revenue from the solicitation campaign and the account number of each account into which the deposits were made.*

No later than two days after receipt of each contribution, the professional fund-raiser shall deposit the entire amount of the contribution in an account at a bank or other federally insured financial institution in the name of the charitable organization. Each contribution collected by the professional fund-raiser shall be solely in the name of that charitable organization. The charitable organization shall have sole control of all withdrawals from the account and the professional fund-raiser shall not be given the authority to withdraw any deposited funds from the account.

SOLICITATIONS MADE FOR AN UNREGISTERED CHARITABLE ORGANIZATION ARE IN VIOLATION OF THE CHARITABLE SOLICITATION ACT AND SUBJECT TO THE PENALTIES CONTAINED THEREIN.

FORM SC

**MISSISSIPPI SECRETARY OF STATE
SOLICITATION CAMPAIGN NOTICE**

Please type or print.

1. Professional Fund-raiser:
Name, contact person, address, phone number - **Mississippi Registration Number: F-** _____

2. Charitable organization for which campaign is to be conducted:
Name, contact person, address, phone number - **Mississippi Registration Number: C-** _____

3. Beginning date of campaign: _____ Ending date of campaign: _____

4. Name, title, and a residence address of each person responsible for directing and/or supervising the campaign.

5. Address and phone number of office(s) from which campaign will be conducted.

6. List bank name, address, and account number(s) of bank account(s) where campaign receipts will be deposited:
BANK _____ ACCOUNT NUMBER _____

7. Will professional fund-raiser at anytime have custody of contributions? _____ YES _____ NO

8. Fundraising Method: ____ Direct mail ____ Telemarketing ____ Door to Door ____ Sale of Advertising
____ Sale or Offer of Goods ____ Entertainment event (sale of tickets) ____ Other (Explain fully)

9. Attach a list of names and addresses of all persons who will be soliciting in this campaign. **NOTE:** All professional solicitors employed by a professional fund-raiser must have a current application on file.

10. Give a detailed description of the type of solicitation event that will be conducted on behalf of the charitable organization during this campaign:

I certify that the information on this document and in the attachments hereto is true and correct. I further certify that I am authorized to submit this form on behalf of the Registrant. I understand that I am under a continuing obligation to notify the Secretary of State's Office of any changes in the information provided to that office.

SIGNATURE OF AUTHORIZED OFFICER OF PROFESSIONAL FUND-RAISER

DATE

TYPED (or printed) NAME AND TITLE

Sworn to and subscribed before me
this the _____ day of _____, 20____.

NOTARY SEAL

NOTARY PUBLIC

SIGNATURE OF AUTHORIZED OFFICER OF CHARITABLE ORGANIZATION

DATE

TYPED (or printed) NAME AND TITLE

Sworn to and subscribed before me
this the _____ day of _____, 20____.

NOTARY SEAL

NOTARY PUBLIC